

**ADMINISTRATIVE-INTERNAL USE ONLY**

Approved For Release 2002/08/15 : CIA-RDP83B00823R000400030019-1

30 OCT 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

STAT ATTENTION :

[REDACTED]

SUBJECT : MBO Objective OS-D 01-76

REFERENCE : Memorandum to Deputy Directors  
Same Subject, dated 19 Sept. 75

1. Milestone two of the referent requires that each type of record retained by the Security Records Division be categorized as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and (d) should be destroyed. The referent permits a record to be divided into two or more categories. The listing presented below categorizes the records in accordance with the stated guidelines.

2. MUST BE KEPT BY LAW, DIRECTIVE OR REGULATION

Office of Security Case Files (Personnel Security Files)  
Office of Security Personal Index  
Office of Security Impersonal Index  
Cryptonym and Pseudonym Index  
True Name Index  
Security Automated Name Check Activity  
Security Automated Dossier Retrieval System  
Confidential Informant Index  
Master Copy of Microfiche Records

3. MUST BE DESTROYED

Office of Security Case Files  
(Organizational files, Dissident files)

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4. SHOULD BE KEPT

Administrative Files, C/SRD  
Administrative Files, Microfiche Branch  
TWX Chronological, Incoming and Outgoing  
Cable Chronological, Incoming and Outgoing  
Courier and Manifest Records  
Cable Log Files  
Dispatch Chronological Files  
Case Control Index  
Abstract File Index  
Systems Support Branch Library  
Post Office Expenditures and Incoming and  
Outgoing Mail Receipts  
Master Copy of Headquarters and Security Regulations,  
Bulletins, Directives.

5. SHOULD BE DESTROYED. The records listed in this category are operating files and are also listed in the category of "Should Be Kept". These records are listed in dual categories in that they are operating files, and as working files they are imperative to the mission of SRD. However, they undergo periodic purging and destruction for outdated material, and some are purged according to a time retention schedule.

Administrative files, C/SRD  
Administrative Files, Microfiche Branch  
TWX Chronological, Incoming and Outgoing  
Cable Chronological, Incoming and Outgoing  
Courier and Manifest Records  
Cable Log Files  
Dispatch Chronological Files  
Case Control Index  
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Systems Support Branch Library  
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STAT

  
Security Records Division

MBO OBJECTIVE OS-D 01-76

MILESTONE TWO

CATEGORIES OF FILES HELD BY POLICY AND PLANS GROUP

FILE	CUBIC FOOTAGE	CATEGORY AND AMOUNT				
		MUST BE KEPT	MUST BE DESTROYED	SHOULD BE KEPT	SHOULD BE DESTROYED	TRANSFERRED...
CHRONO	1.50			1.50		
OS REGS HHBs	2.50				2.50	
MO FILES	2.00			2.00		
NDP WORKING FILES	.50			.25	.25	
PROGRAM CALL WORKING FILES	.50			.25	.25	
MBO WORKING FILES	.50			.25	.25	
FOIA WORKING FILES	7.00					7.00 (IRG)
MISCELLANEOUS	1.50			.50	.50	.50 (OS Reg.)
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TOTALS	16.00 (Equals combined sub-totals)			4.75	3.75	7.50